

August 4, 2009

TO ALL LICENSED MORTGAGE LOAN BROKERS:

Enclosed is the renewal application for the Mortgage Brokers license currently held by you. Your current license will expire on December 31, 2010.

IMPORTANT INFORMATION!!!!

1. The completed application and all requested enclosures must be returned to this office postmarked no later than December 1, 2010. Failure to provide all required information in the renewal could constitute a violation of Chapter 21 of Title 5 of the Delaware Code.
 2. **The licensing fee is \$500.00 per location.**
 3. Postmarks must be easily discernable. Renewals received after December 1, 2010 with no postmarks, or received with postmarks dated past December 1, 2010, will be treated as new applications and as such will require payment of an investigation fee of \$250.00 per location to be licensed to be submitted with the application.
 4. The processing of renewal applications postmarked and/or received after December 1, 2010, will be delayed because all renewal applications postmarked and/or received on or before the deadline will be processed first. For this reason, it is probable that licenses for late renewal applications, if approved, will be issued after January 1, 2011.
 5. Outstanding invoices for examination and/or supervisory assessment fees must be paid before the renewal application will be approved. Checks should be made payable to *State of Delaware*.
 6. Outstanding reports (i.e. Reports of Delaware Loan Volume, Report of Delaware Assets, and Quarterly Reports of Mortgage Loan Originators) must be filed before the renewal application will be approved.
 7. **All outstanding examination violations must be cleared before the renewal application will be approved.**
- **NOTE: The renewal application cannot be used to notify this office of an address change or to apply for new branch offices.**

If you have any questions, please contact the Licensing area at the above number.

Sincerely



Quinn Miller
Investigative Supervisor

STATE OF DELAWARE
OFFICE OF THE STATE BANK COMMISSIONER
555 EAST LOOCKERMAN STREET, SUITE 210
DOVER, DELAWARE 19901

RENEWAL APPLICATION
FOR LICENSE UNDER CHAPTER 21
MORTGAGE LOAN BROKERS

PLEASE TYPE

1. Name of Applicant: _____
E.I. or S.S. No.: _____

2. Contact person, title, and phone number for application:

Name/Title	Telephone Number/Extension	Fax No.	Email Address
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3. Address of principal office(s) where the business is being conducted: **The renewal application cannot be used to notify this office of an address change or to apply for new branch offices.** Please contact this office for instructions on the proper procedure for address changes/applying for new offices.

No. & Street	City	State	Zip Code
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(Must be consistent with address on existing license(s).)

Additional licensed locations being renewed. (Must be consistent with address on existing license[s]):

No. & Street	City	State	Zip Code
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No. & Street	City	State	Zip Code
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No. & Street	City	State	Zip Code
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No. & Street	City	State	Zip Code
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If additional space is required, attach list.

4. All applicants must provide information regarding their registered agent for service of process in Delaware.
- (a) Businesses organized in Delaware may designate the business itself, an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 132(a), Title 8 of the Delaware Code.
- (b) Businesses organized in locations other than Delaware may designate an individual resident in this State or another business authorized to transact business in this State provided the designee is located in Delaware in accordance with Section 371(b)(2), Title 8 of the Delaware Code.

Name, Street Address, and Telephone Number of Registered Agent:

5. Applicant business is formed as a: ___Corporation ___Partnership ___Sole Proprietorship ___LLC ___Other (name type)_____ State: _____
6. Please provide an updated list of Principals (officers, directors, partners, members, owner, senior management, etc) of the corporation including full name, title, residential address, business address, Social Security number, date of birth, and if a director, date term expires with this renewal application.
7. Please provide an updated list of all individual and businesses with an ownership interest in the licensee, including full name, residential address, business address, and number of shares held or percentage of ownership with this renewal application. If licensee is a subsidiary of a parent company, provide the entire ownership chain up to the ultimate owner (individual or publicly traded company).
8. (a) Personal resumes and financial statements for all **new** principals of the business must be submitted with this renewal application. Personal resumes should include a detailed work history. Personal financial statements must be in the form of a balanced asset/liability statement. **Tax forms, credit bureau histories, and statements of net worth will not be accepted.**
- (b) Please provide an updated list of managers of all locations to be licensed. All managers' resumes must be submitted with this renewal application. Personal resumes should include a detailed work history.
9. A recent asset/liability statement (balance sheet must reflect adequate capital) and income statement (profit/loss sheet) for the applicant must be submitted with this renewal application. **PLEASE NOTE:** Owners of sole proprietorships must also provide a detailed personal financial statement.
10. If applicant's capital stock is owned, in whole or in part, by a parent company, then a statement of financial condition must be submitted for the parent company.
11. Please submit a detailed business plan. Include how you intend to market to Delaware consumers.
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12. (a) Applicant must provide proof of a surety bond or irrevocable letter of credit in the amount of \$25,000 in compliance with §2108, 5 Del.C., at the time of application for renewal of license. The bond shall be continuous or shall run to the term of the renewed license, effective through midnight, December 31, 2011. Letters of credit can expire no earlier than December 31, 2013.
- (b) If you are not providing a new surety bond, continuation certificate, or bond rider, please attach a photocopy of the bond already on file.
13. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever been arrested, indicted or convicted of a criminal offense **since the last time this information was disclosed? Include past incidents that have only recently come to your attention, such as information about new employees.**
Yes_____No_____

14. Have you or any owner, officer, director, partner, member, employee, or agent of your organization ever used any alias or been known by any other name (other than "maiden/married")? Yes_____No_____
15. Has the applicant company or you or any owner, officer director, partner, member, employee, or agent of your organization ever had any license (other than driver's license) suspended, revoked or denied or has any regulator imposed a fine or taken other type of disciplinary action **since the last time this information was disclosed as part of an application process**? Yes_____No_____
16. If the answer to questions 13, 14, or 15 is "yes", please attach a separate page giving details. If the answer to 13 **and/or** 15 is yes, please provide photocopies of all legal documents that pertain to the matter (i.e., Consent Agreement, Cease and Desist Order, Revocation Order, Reinstatement Order, Court documents, etc
17. Please provide a copy of your Mortgage Brokers Agreement form. Before providing said copy, you should compare your Mortgage Broker Agreement form to Regulation 2104 to make sure it is in compliance with the requirements stated therein. (Although you should already have copies of our regulations on file, they can be found online at www.banking.delaware.gov.) Renewal application will not be approved until agreement is in compliance.
18. (a) The filing of all repots, such as Report of DE Assets, Report of DE Loan Volume and Report of Licensed Mortgage Loan Originators, must be up to date. Licensees behind on filing will not be approved for a 2011 license until the missing reports are received by this office.
- (b) Please note that any outstanding invoices must be paid before a renewal application will be approved.
- (c) **If you have been examined by this office and received a report listing violations, please note that you must respond to this office and clear the violations before a renewal application will be approved.**
19. An annual license renewal fee of \$500.00 per licensed office must be submitted with this renewal application. Make checks payable to *State of Delaware* and reference it to "Renewal Fee". **Applications received without the license renewal fee prior to the December 1, 2010 deadline, but without all required fees, will be considered as received late and treated accordingly. If you are not renewing a particular licensed location, you must state this in writing on your letterhead.**

Name of applicant: _____

20. Address where loan files and other records will be kept for examination purposes:

21. Address where actual examination will be conducted:

I hereby certify that I am authorized to sign and submit this application for licensure on behalf of the applicant company, in my role as principal of said company, and that the information contained herein is true and correct to the best of knowledge and belief.

Full Corporate Name

Corporate Seal

* ____ Check here if you do not have a corporate seal

***If company has had a seal in the past and no longer has one, please attach an explanation.**

Signed: _____
Principal

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature of Notary Public

My Commission expires on _____.

NOTARY SEAL

MORTGAGE LOAN BROKERS

Name of Licensee: _____

EMPLOYER IDENTIFICATION NUMBER: _____

A contact and all requested information must be provided for each of the following categories:

Supervisory Assessment	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
License Renewal	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
Examination	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
Complaints	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		
Public Contact	_____	_____	_____
	Name and Title	Telephone #	Extension #
	_____	_____	_____
	Email Address		Fax #

	Mailing Address		

Changes in the above contacts must be reported to our office immediately.